

SEEKING- SECRETARY/FINANCE

Classification: Secretary/Finance

Compensation: \$18.00 to \$27.00 per hour

Company: California Fire & Rescue Training Authority

We are currently seeking a person with experience in accounts payable, accounts receivable, and/or budgeting that is interested in working in the Sacramento Area. California Fire & Rescue Training Authority is a Joint Powers Authority comprised of, Sacramento Metro Fire Department, Sacramento City Fire Department, and California's Governor's Office of Emergency Services.

In this role you will be performing financial/administrative and other office support duties with opportunities to grow into other areas of the agency. Our desirable candidate must have a background working in financial services. This is a limited term employment opportunity that may develop into a regular full-time employment opportunity for the person who can demonstrate the appropriate skills and learning ability.

Under general direction and supervision of the California Fire & Rescue Training Authority (JPA) Executive Director, or his representative, the financial secretary performs a wide variety of clerical, secretarial and administrative/financial duties and answers telephone calls and correspondence; performs other duties as required.

Please download and complete the employment application from online at;
<https://www.fireandrescuetraining.ca.gov/cfrta-fire-personnel-jobs.aspx>

and send resumes to; Ashley Cesaretti;
ashley.cesaretti@fireandrescuetraining.ca.gov

Job Requirements:

- Three years of increasingly responsibility administrative/financial work, involving frequent public contact, which has provided the opportunity to develop the required skills, knowledge and abilities necessary to fulfill the duties and responsibilities of this position.
- Possess a high school diploma or equivalent GED certificate.
- Proficiency with spreadsheet, word processing and database programs. Understand and use computer printouts and data.
- Work independently to resolve problems. Maintain integrity, honesty, reliability and cooperation. Adhere to all policies of the Authority.
- Must be at least eighteen (18) years of age.
- Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.